|  |  |
| --- | --- |
| Dreamweaver CS3 Shortcut Keys | |
| **File** |  |
| New... | Ctrl+N |
| Open... | Ctrl+O |
| Open in Frame... | Ctrl+Shift+O |
| Close | Ctrl+W |
| Close All | Ctrl+Shift+W |
| Save | Ctrl+S |
| Save As... | Ctrl+Shift+S |
| Print Code... | Ctrl+P |
|  |  |
| **Check Page** |  |
| Check Links | Shift+F8 |
| Validate Markup | Shift+F6 |
|  |  |
| **Edit** |  |
| Undo | Ctrl+Z,Alt+BkSp |
| Redo | Ctrl+Y,Ctrl+Shift+Z |
| Cut | Ctrl+X,Shift+Del |
| Copy | Ctrl+C,Ctrl+Ins |
| Paste Special... | Ctrl+Shift+V |
| Select All | Ctrl+A |
| Select Parent Tag | Ctrl+[ |
| Select Child | Ctrl+] |
| Find and Replace... | Ctrl+F |
| Find Selection | Shift+F3 |
| Find Next | F3 |
| Go to Line | Ctrl+G |
| Show Code Hints | Ctrl+Space |
| Indent Code | Ctrl+Shift+> |
| Outdent Code | Ctrl+Shift+< |
| Balance Braces | Ctrl+' |
|  |  |
| **Code Collapse** |  |
| Collapse Selection | Ctrl+Shift+C |
| Collapse Outside Selection | Ctrl+Alt+C |
| Expand Selection | Ctrl+Shift+E |
| Collapse Full Tag | Ctrl+Shift+J |
| Collapse Outside Full Tag | Ctrl+Alt+J |
| **Expand All** | Ctrl+Alt+E |
|  |  |
| **Preferences...** | Ctrl+U |
|  |  |
| **View** |  |
| Zoom In | Ctrl+= |
| Zoom Out | Ctrl+- |
| Fit Selection | Ctrl+Alt+0 |
| Fit All | Ctrl+Shift+0 |
| Fit Width | Ctrl+Shift+Alt+0 |
| Switch Views | Ctrl+` |
| Refresh Design View | F5 |
| Server Debug | Ctrl+Shift+G |
| Live Data | Ctrl+Shift+R |
| Head Content | Ctrl+Shift+H |
|  |  |
| **Rulers** |  |
| Show | Ctrl+Alt+R |
|  |  |
| **Grid** |  |
| Show Grid | Ctrl+Alt+G |
| Snap To Grid | Ctrl+Alt+Shift+G |
|  |  |
| **Guides** |  |
| Show Guides | Ctrl+; |
| Lock Guides | Ctrl+Alt+; |
| Snap To Guides | Ctrl+Shift+; |
| Guides Snap To Elements | Ctrl+Shift+/ |
|  |  |
|  |  |
| **Plugins** |  |
| Play | Ctrl+Alt+P |
| Stop | Ctrl+Alt+X |
| Play All | Ctrl+Alt+Shift+P |
| **Stop All** | Ctrl+Alt+Shift+X |
|  |  |
| Show Panels | F4 |
|  |  |
|  |  |
| **Insert** |  |
| Tag... | Ctrl+E |
| Image | Ctrl+Alt+I |
|  |  |
| **Media** |  |
| Flash | Ctrl+Alt+F |
| Shockwave | Ctrl+Alt+D |
|  |  |
|  |  |
| Named Anchor | Ctrl+Alt+A |
|  |  |
| **Special Characters** |  |
| Line Break | Shift+Return |
| Non-Breaking Space | Ctrl+Shift+Space |
|  |  |
| **Modify** |  |
| Page Properties... | Ctrl+J |
| CSS Styles | Shift+F11 |
| Quick Tag Editor... | Ctrl+T |
| Make Link... | Ctrl+L |
| Remove Link | Ctrl+Shift+L |
|  |  |
| **Table** |  |
| Table | Ctrl+Alt+T |
| Select Table | Ctrl+A |
| Merge Cells | Ctrl+Alt+M |
| Split Cell... | Ctrl+Alt+S |
| Insert Row | Ctrl+M |
| Insert Column | Ctrl+Shift+A |
| Delete Row | Ctrl+Shift+M |
| Delete Column | Ctrl+Shift+- |
| Increase Column Span | Ctrl+Shift+] |
| Decrease Column Span | Ctrl+Shift+[ |
|  |  |
|  |  |
| **Arrange** |  |
| Align Left | Ctrl+Shift+1 |
| Align Right | Ctrl+Shift+3 |
| Align Top | Ctrl+Shift+4 |
| Align Bottom | Ctrl+Shift+6 |
| Make Same Width | Ctrl+Shift+7 |
| Make Same Height | Ctrl+Shift+9 |
|  |  |
|  |  |
| **Timeline** |  |
| Add Object to Timeline | Ctrl+Alt+Shift+T |
|  |  |
| **Text** |  |
| Indent | Ctrl+Alt+] |
| Outdent | Ctrl+Alt+[ |
| **Paragraph Format** |  |
| None | Ctrl+0 |
| Paragraph | Ctrl+Shift+P |
| Heading 1 | Ctrl+1 |
| Heading 2 | Ctrl+2 |
| Heading 3 | Ctrl+3 |
| Heading 4 | Ctrl+4 |
| Heading 5 | Ctrl+5 |
| Heading 6 | Ctrl+6 |
|  |  |
| **Align** |  |
| Left | Ctrl+Alt+Shift+L |
| Center | Ctrl+Alt+Shift+C |
| Right | Ctrl+Alt+Shift+R |
| **Justify** | Ctrl+Alt+Shift+J |
|  |  |
| **Style** |  |
| Bold | Ctrl+B |
| Italic | Ctrl+I |
| **Check Spelling** | Shift+F7 |
|  |  |
| **Commands** |  |
| Start Recording | Ctrl+Shift+X |
| **Site** |  |
| Get | Ctrl+Shift+D |
| Check Out | Ctrl+Alt+Shift+D |
| Put | Ctrl+Shift+U |
| Check In | Ctrl+Alt+Shift+U |
| Check Links Sitewide | Ctrl+F8 |
|  |  |
| **Window** |  |
| Insert | Ctrl+F2 |
| Properties | Ctrl+F3 |
| CSS Styles | Shift+F11 |
| Layers | F2 |
| Behaviors | Shift+F4 |
| Databases | Ctrl+Shift+F10 |
| Bindings | Ctrl+F10 |
| Server Behaviors | Ctrl+F9 |
| Components | Ctrl+F7 |
| Files | F8 |
| Assets | F11 |
| Snippets | Shift+F9 |
| Tag Inspector | F9 |
| Results | F7 |
| Reference | Shift+F1 |
| History | Shift+F10 |
| Frames | Shift+F2 |
| Code Inspector | F10 |
| Timelines | Alt+F9 |
| Show Panels | F4 |
|  |  |
| **Help** |  |
| Using Dreamweaver | F1 |
| Using ColdFusion | Ctrl+F1 |
| Reference | Shift+F1 |

**Site panel**

|  |  |
| --- | --- |
| **File** |  |
| New File | Ctrl+Shift+N |
| New Folder | Ctrl+Alt+Shift+N |
| Rename | F2 |
| Delete | Del |
| Check Links | Shift+F8 |
|  |  |
| **Edit** |  |
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Duplicate | Ctrl+D |
| Select All | Ctrl+A |
|  |  |
| **View** |  |
| Refresh | F5 |
| Show/Hide Link | Ctrl+Shift+Y |
| View as Root | Ctrl+Shift+R |
| Show Page Titles | Ctrl+Shift+T |
| Site Map | Alt+F8 |
|  |  |
| **Site** |  |
| Get | Ctrl+Shift+D |
| Check Out | Ctrl+Alt+Shift+D |
| Put | Ctrl+Shift+U |
| Check In | Ctrl+Alt+Shift+U |
| Check Links Sitewide | Ctrl+F8 |
| Link to New File... | Ctrl+Shift+N |
| Link to Existing File... | Ctrl+Shift+K |
| Change Link... | Ctrl+L |
| Remove Link | Ctrl+Shift+L |
|  |  |

**Code editing**

|  |  |
| --- | --- |
| Select Parent Tag | Ctrl+[ |
| Balance Braces | Ctrl+' |
| Select All | Ctrl+A |
| Bold | Ctrl+B |
| Italic | Ctrl+I |
| Copy | Ctrl+C,Ctrl+Ins |
| Find and Replace | Ctrl+F |
| Find Selection | Shift+F3 |
| Find Next | F3 |
| Paste | Ctrl+V,Shift+Ins |
| Paste Special | Ctrl+Shift+V |
| Cut | Ctrl+X,Shift+Del |
| Redo | Ctrl+Y |
| Undo | Ctrl+Z |
| Switch To Document | Ctrl+` |
| Print Code | Ctrl+P |
| Surround with # | Ctrl+Shift+3 |
| Delete word left | Ctrl+BkSp |
| Delete word right | Ctrl+Del |
| Select line up | Shift+Up |
| Select line down | Shift+Down |
| Character select left | Shift+Left |
| Character select right | Shift+Right |
| Select to page up | Shift+PgUp |
| Select to page down | Shift+PgDn |
| Move word left | Ctrl+Left |
| Move word right | Ctrl+Right |
| Select word left | Ctrl+Shift+Left |
| Select word right | Ctrl+Shift+Right |
| Move to start of line | Home |
| Move to end of line | End |
| Select to start of line | Shift+Home |
| Select to end of line | Shift+End |
| Move to top of file | Ctrl+Home |
| Move to end of file | Ctrl+End |
| Select to start of file | Ctrl+Shift+Home |
| Select to end of file | Ctrl+Shift+End |
| Copy2 | Ctrl+Ins |
| Paste2 | Shift+Ins |
| Cut2 | Shift+Del |
| Snippets | Shift+F9 |

**Document editing**

|  |  |
| --- | --- |
| Quit Application | Alt+F4 |
| Go to Next Word | Ctrl+Right |
| Go to Previous Word | Ctrl+Left |
| Go to Previous Paragraph | Ctrl+Up |
| Go to Next Paragraph | Ctrl+Down |
| Select Until Next Word | Ctrl+Shift+Right |
| Select From Previous Word | Ctrl+Shift+Left |
| Select From Previous Paragraph | Ctrl+Shift+Up |
| Select Until Next Paragraph | Ctrl+Shift+Down |
| Close Window | Ctrl+F4 |
| Edit Tag | Shift+F5 |
| New In Same Window | Ctrl+Shift+N |
| Preview in Primary Browser | F12 |
| Preview in Secondary Browser | Ctrl+F12,Shift+F12 |
| Preview in Secondary Browser | Shift+F12 |
| Exit Paragraph | Ctrl+Return |
| Live Data Mode | Ctrl+R |
| Print Code | Ctrl+P |
| Next Document | Ctrl+Tab |
| **Previous Document** | Ctrl+Shift+Tab |
|  |  |

**Site window**

|  |  |
| --- | --- |
| Close Window | Ctrl+F4 |
| Quit Application | Alt+F4 |
| Open | Return |
| Preview in Primary Browser | F12 |
| Preview in Secondary Browser | Shift+F12 |
| Cancel FTP | Esc |

# Microsoft Powerpoint 2003 keyboard shortcuts

|  |  |  |
| --- | --- | --- |
| Move between panes Microsoft Powerpoint 2003 | | |
| F6 | Move clockwise among panes of normal view in Microsoft Powerpoint | +       – |
| SHFT+F6 | Move counterclockwise among panes of normal view | +       – |
| CTRL+SHFT+TAB | Switch between Slides and Outline tabs of the Outline and Slides pane in normal view | +       – |

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|  | | | |
| Work in an outline Microsoft Powerpoint 2003 | | |  |
| ALT+SHFT+LEFT ARROW | Promote a paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.) | +       – |  |
| ALT SHFT RIGHT ARROW | Demote a paragraph in Microsoft Powerpoint | +       – |  |
| ALT+SHFT+UP ARROW | Move selected paragraphs up | +       – |  |
| ALT+SHFT+DOWN ARROW | Move selected paragraphs down | +       – |  |
| ALT+SHFT+1 | Show heading level 1 | +       – |  |
| ALT+SHFT+PLUS SIGN | Expand text below a heading | +       – |  |
| ALT SHFT MINUS SIGN | Collapse text below a heading in Microsoft Powerpoint | +       – |  |
| ALT+SHFT+A | Show all or collapse all text or headings | +       – |  |

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|  | | | |
| Show or hide a grid or guides Microsoft Powerpoint 2003 | | |  |
| SHFT+F9 | Show or hide the grid (grid: A set of intersecting lines used to align objects.) | +       – |  |
| ALT+F9 | Show or hide guides (guides: Nonprinting straight lines, both horizontal and vertical, used to visually align objects.) | +       – |  |
| CTRL G | Change grid or guide settings in Microsoft Powerpoint | +       – |  |

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|  | | | |
| Select text and objects Microsoft Powerpoint 2003 | | |  |
| SHFT+RIGHT ARROW | One character to the right | +       – |  |
| SHFT+LEFT ARROW | One character to the left | +       – |  |
| CTRL SHFT RIGHT ARROW | To the end of a word in Microsoft Powerpoint | +       – |  |
| CTRL+SHFT+LEFT ARROW | To the beginning of a word | +       – |  |
| SHFT+UP ARROW | One line up | +       – |  |
|  | | |  |
| SHFT+DOWN ARROW | One line down | +       – |  |
| ESC | An object (with text selected inside the object) | +       – |  |
| TAB or SHFT+TAB until the object you want is selected | An object (with an object selected) | +       – |  |
| ENTER | Text within an object (with an object selected) | +       – |  |
| CTRL A (on the Slides tab) | All objects in Microsoft Powerpoint slides tab | +       – |  |
| CTRL A (in slide sorter view) | All slides in Microsoft Powerpoint | +       – |  |
| CTRL+A (on the Outline tab) | All text | +       – |  |

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|  | | | |
| Delete and copy text and objects Microsoft Powerpoint 2003 | | |  |
| BACKSPACE | Delete one character to the left | +       – |  |
| CTRL+BACKSPACE | Delete one word to the left | +       – |  |
| DELETE | Delete one character to the right in Microsoft Powerpoint | +       – |  |
| CTRL+DELETE | Delete one word to the right | +       – |  |
| CTRL+X | Cut selected object | +       – |  |
| CTRL+C | Copy selected object | +       – |  |
| CTRL V | Paste cut or copied object in Microsoft Powerpoint | +       – |  |
| CTRL+Z | Undo the last action | +       – |  |

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| Move around in text Microsoft Powerpoint 2003 | | |  |
| LEFT ARROW | One character to the left | +       – |  |
| RIGHT ARROW | One character to the right in Microsoft Powerpoint | +       – |  |
| UP ARROW | One line up | +       – |  |
| DOWN ARROW | One line down | +       – |  |
| CTRL+LEFT ARROW | One word to the left | +       – |  |
| CTRL+RIGHT ARROW | One word to the right | +       – |  |
| END | To the end of a line | +       – |  |
| HOME | To the beginning of a line in Microsoft Powerpoint | +       – |  |
| CTRL+UP ARROW | Up one paragraph | +       – |  |
| CTRL+DOWN ARROW | Down one paragraph | +       – |  |
| CTRL+END | To the end of a text box (text box: A movable, resizable container for text or graphics. Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.) | +       – |  |
| CTRL+HOME | To the beginning of a text box | +       – |  |
| CTRL+ENTER | To the next title or body text placeholder (placeholders: Boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.). If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide. | +       – |  |
| SHFT F4 | To repeat the last Find action in Microsoft Powerpoint | +       – |  |

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| Move around in and work on tables Microsoft Powerpoint 2003 | | |  |
| TAB | Move to the next cell | +       – |  |
| SHFT+TAB | Move to the preceding cell | +       – |  |
| DOWN ARROW | Move to the next row | +       – |  |
| UP ARROW | Move to the preceding row | +       – |  |
| CTRL TAB | Insert a tab in a cell in Microsoft Powerpoint | +       – |  |
| ENTER | Start a new paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.) | +       – |  |
| TAB at the end of the last row | Add a new row at the bottom of the table in Microsoft Powerpoint | +       – |  |

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|  | | | |
| Format and align characters and paragraphs Microsoft Powerpoint 2003 | | |  |
| CTRL+SHFT+F | Change the font | +       – |  |
| CTRL SHFT P | Change the font size in Microsoft Powerpoint | +       – |  |
| CTRL+SHFT+> | Increase the font size | +       – |  |
| CTRL SHFT < | Decrease the font size in Microsoft Powerpoint | +       – |  |

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| Apply character formats Microsoft Powerpoint 2003 | | |  |
| CTRL+T | Change the formatting of characters (Font command, Format menu) between sentence, lowercase, or uppercase | +       – |  |
| SHFT+F3 | Change the case of letters | +       – |  |
| CTRL B | Apply bold formatting in Microsoft Powerpoint | +       – |  |
| CTRL+U | Apply an underline | +       – |  |
| CTRL I | Apply italic formatting in Microsoft Powerpoint | +       – |  |
| CTRL+EQUAL SIGN | Apply subscript formatting (automatic spacing) | +       – |  |
| CTRL+SHFT+PLUS SIGN | Apply superscript formatting (automatic spacing) | +       – |  |
| CTRL+SPACEBAR | Remove manual character formatting, such as subscript and superscript | +       – |  |

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|  | | | |
| Copy text formats Microsoft Powerpoint 2003 | | |  |
| CTRL SHFT C | Copy formats in Microsoft Powerpoint | +       – |  |
| CTRL+SHFT+V | Paste formats | +       – |  |

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|  | | | |
| Align paragraphs Microsoft Powerpoint 2003 | | |  |
| CTRL+E | Center a paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.) | +       – |  |
| CTRL+J | Justify a paragraph | +       – |  |
| CTRL L | Left align a paragraph in Microsoft Powerpoint | +       – |  |
| CTRL+R | Right align a paragraph | +       – |  |

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|  | | | |
| Apply superscript and subscript formatting Microsoft Powerpoint 2003 | | |  |
| CTRL EQUAL SIGN | Apply subscript formatting (automatic spacing) in Microsoft Powerpoint | +       – |  |
| CTRL+SHFT+PLUS SIGN | Apply superscript formatting (automatic spacing) | +       – |  |

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|  | | | |
| Run a slide show presentation Microsoft Powerpoint 2003 | | |  |
| N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse) | Perform the next animation or advance to the next slide | +       – |  |
| P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE | Perform the previous animation or return to the previous slide in Microsoft Powerpoint | +       – |  |
| number+ENTER | Go to slide number | +       – |  |
| B or PERIOD | Display a black screen, or return to the slide show from a black screen in Microsoft Powerpoint | +       – |  |
| W or COMMA | Display a white screen, or return to the slide show from a white screen | +       – |  |
| S or PLUS SIGN | Stop or restart a Microsoft Powerpoint automatic slide show | +       – |  |
| ESC, CTRL+BREAK, or HYPHEN | End a slide show | +       – |  |
| E | Erase on-screen annotations | +       – |  |
| H | Go to the next hidden slide | +       – |  |
| T | Set new timings while rehearsing | +       – |  |
| O | Use original timings while rehearsing | +       – |  |
| M | Use mouse-click to advance while rehearsing | +       – |  |
| 1+ENTER (or press both mouse buttons for 2 seconds) | Return to the first slide in Microsoft Powerpoint | +       – |  |
| CTRL+P | Redisplay hidden pointer and/or change the pointer to a pen | +       – |  |
| CTRL+A | Redisplay hidden pointer and/or change the pointer to an arrow | +       – |  |
| CTRL+H | Hide the pointer and navigation button immediately | +       – |  |
| CTRL+U | Hide the pointer and navigation button in 15 seconds | +       – |  |
| SHFT+F10 (or right-click) | Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) | +       – |  |
| TAB | Go to the first or next hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) on a slide | +       – |  |
| SHFT TAB | Go to the last or previous hyperlink on a slide in Microsoft Powerpoint | +       – |  |
| ENTER while a hyperlink is selected | Perform the mouse click behavior of the selected hyperlink | +       – |  |
| SHFT+ENTER while a hyperlink is selected | Perform the mouse over behavior of the selected hyperlink | +       – |  |

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| --- | --- | --- | --- |
|  | | | |
| Browse hyperlinks in a slide show presentation Microsoft Powerpoint 2003 | | |  |
| TAB | Go to the first or next hyperlink per slide | +       – |  |
| SHFT+TAB | Go to the last or previous hyperlink per slide | +       – |  |
| ENTER while a hyperlink is selected | Perform the mouse click behavior of the selected hyperlink in Microsoft Powerpoint | +       – |  |
| SHFT+ENTER while a hyperlink is selected | Perform the mouse over behavior of the selected hyperlink | +       – |  |

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| --- | --- | --- | --- |
|  | | | |
| Browse Web presentations Microsoft Powerpoint 2003 | | |  |
| TAB | Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar | +       – |  |
| SHFT+TAB | Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar | +       – |  |
| ENTER | Perform the mouse click behavior of the selected hyperlink | +       – |  |
| SPACEBAR | Go to the next slide in Microsoft Powerpoint | +       – |  |
| BACKSPACE | Go to the previous slide | +       – |  |

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|  | | | |
| Send a presentation in an e-mail Microsoft Powerpoint 2003 | | |  |
| ALT+S | Send the current presentation as an e-mail message | +       – |  |
| CTRL SHFT B | Open the Address Book when in Microsoft Powerpoint | +       – |  |
| ALT+K | Check the names on the To, Cc, and Bcc lines against the Address Book | +       – |  |
| TAB | Select the next box in the e-mail header or the body of the message when the last box in the e-mail header is active | +       – |  |
| SHFT+TAB | Select the previous field or button in the e-mail header | +       – |  |

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|  | | | |
| In the Help Pane Microsoft Powerpoint 2003 | | |  |
| F1 | Display the Help Pane in Microsoft Powerpoint. | +       – |  |
| F6 | Switch between the Help Pane and the active application. | +       – |  |
| TAB | Select the next item in the Help Pane. | +       – |  |
| SHFT TAB | Select the previous item in the Microsoft Powerpoint Help Pane. | +       – |  |
| ENTER | Perform the action for the selected item. | +       – |  |
| UP ARROW and DOWN ARROW | In a Table of Contents, select the next and previous item, respectively. | +       – |  |
| LEFT ARROW and RIGHT ARROW | In a Table of Contents, expand and collapse the selected item, respectively. | +       – |  |
| ALT LEFT ARROW | Move back to the previous Microsoft Powerpoint Task Pane. | +       – |  |
| ALT+RIGHT ARROW | Move forward to the next Task Pane. | +       – |  |
| CTRL+SPACE | Open the menu of Pane options. | +       – |  |
| CTRL+F1 | Close and reopen the current Task Pane. | +       – |  |
| RIGHT ARROW | Expand a +/- list. | +       – |  |
| LEFT ARROW | Collapse a +/- list. | +       – |  |

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|  | | | |
| In the Help window Microsoft Powerpoint 2003 | | |  |
| TAB | Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic | +       – |  |
| SHFT+TAB | Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article | +       – |  |
| ENTER | Perform the action for the selected Show All, Hide All, hidden text, or hyperlink | +       – |  |
| ALT LEFT ARROW | Move back to the previous Microsoft Powerpoint Help topic. | +       – |  |
| ALT+RIGHT ARROW | Move forward to the next Help topic. | +       – |  |
| CTRL P | Print the current Microsoft Powerpoint Help topic. | +       – |  |
| UP ARROW AND DOWN ARROW | Scroll small amounts up and down, respectively, within the currently-displayed Help topic. | +       – |  |
| PAGE UP AND PAGE DOWN | Scroll larger amounts up and down, respectively, within the currently-displayed Help topic. | +       – |  |
| ALT U | Change whether the Microsoft Powerpoint Help window appears connected to (tiled) or separate from (untiled) the active application. | +       – |  |
| SHFT+F10 | Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window). | +       – |  |

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|  | | | |
| Display and use windows Microsoft Powerpoint 2003 | | |  |
| ALT+TAB | Switch to the next window | +       – |  |
| ALT+SHFT+TAB | Switch to the previous window | +       – |  |
| CTRL+W or CTRL+F4 | Close the active window | +       – |  |
| CTRL+F5 | Restore the size of the active window after you've maximized it | +       – |  |
| F6 | Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window (clockwise direction). You may need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane. | +       – |  |
| SHFT+F6 | Move to a pane from another pane in the program window (counterclockwise direction) | +       – |  |
| CTRL+F6 | When more than one window is open, switch to the next window | +       – |  |
| CTRL+SHFT+F6 | Switch to the previous window | +       – |  |
| CTRL+F7 | When a document window is not maximized, performs the Move command (on the Control menu for the window). Use the arrow keys to move the window, and, when finished, press ESC. | +       – |  |
| CTRL+F8 | When a document window is not maximized, performs the Size command (on the Control menu for the window). Use the arrow keys to resize the window, and, when finished, press ESC. | +       – |  |
| CTRL+F9 | Minimize a window to an icon (works only for some Microsoft Office programs) | +       – |  |
| CTRL+F10 | Maximize or restore a selected window | +       – |  |
| PRINT SCREEN | Copy a picture of the screen to the Clipboard | +       – |  |
| ALT+PRINT SCREEN | Copy a picture of the selected window to the Clipboard | +       – |  |

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| Access and use smart tags Microsoft Powerpoint 2003 | | |  |
| ALT+SHFT+F10 | Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message. | +       – |  |
| DOWN ARROW | Select the next item in a smart tag menu. | +       – |  |
| UP ARROW | Select the previous item in a smart tag menu. | +       – |  |
| ENTER | Perform the action for the selected item in a smart tag menu. | +       – |  |
| ESC | Close the smart tag menu or message. | +       – |  |

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| Access and use task panes Microsoft Powerpoint 2003 | | |  |
| F6 | Move to a Microsoft Powerpoint task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL TAB to move to the task pane. | +       – |  |
| CTRL+TAB | When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.) | +       – |  |
| TAB or SHFT+TAB | When a task pane is active, select the next or previous option in the task pane | +       – |  |
| CTRL+DOWN ARROW | Display the full set of commands on the task pane menu | +       – |  |
| DOWN ARROW or UP ARROW | Move among choices in a selected Microsoft Powerpoint submenu; move among certain options in a group of options | +       – |  |
| SPACEBAR or ENTER | Open the selected menu, or perform the action assigned to the selected button | +       – |  |
| SHFT+F10 | Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.); open a drop-down menu for the selected gallery item | +       – |  |
| HOME or END | When a menu or submenu is visible, select the first or last command on the menu or submenu | +       – |  |
| PAGE UP or PAGE DOWN | Scroll up or down in the selected gallery list | +       – |  |
| CTRL+HOME or CTRL+END | Move to the top or bottom of the selected gallery list | +       – |  |

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| Use dialog boxes Microsoft Powerpoint 2003 | | |  |
| TAB | Move to the next option or option group | +       – |  |
| SHFT+TAB | Move to the previous option or option group | +       – |  |
| CTRL+TAB | Switch to the next tab in a dialog box | +       – |  |
| CTRL SHFT TAB | Switch to the previous tab in a dialog box in Microsoft Powerpoint | +       – |  |
| Arrow keys | Move between options in an open drop-down list, or between options in a group of options | +       – |  |
| SPACEBAR | Perform the action assigned to the selected button; check or clear the selected check box | +       – |  |
| First letter of an optn in a drop-down list | Open the list if it is closed and move to that option in the list | +       – |  |
| ALT the letter underlined in an optn | Select an option; select or clear a check box in Microsoft Powerpoint | +       – |  |
| ALT+DOWN ARROW | Open a selected drop-down list | +       – |  |
| ESC | Close a selected drop-down list; cancel a command and close a dialog box | +       – |  |
| ENTER | Perform the action assigned to a default button in a dialog box | +       – |  |

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| Use edit boxes within dialog boxes Microsoft Powerpoint 2003 | | |  |
| HOME | Move to the beginning of the entry | +       – |  |
| END | Move to the end of the entry in a Microsoft Powerpoint dialog box | +       – |  |
| LEFT ARROW or RIGHT ARROW | Move one character to the left or right | +       – |  |
| CTRL+LEFT ARROW | Move one word to the left | +       – |  |
| CTRL+RIGHT ARROW | Move one word to the right | +       – |  |
| SHFT LEFT ARROW | Select or unselect one character to the left in a Microsoft Powerpoint dialog box | +       – |  |
| SHFT+RIGHT ARROW | Select or unselect one character to the right | +       – |  |
| CTRL+SHFT+LEFT ARROW | Select or unselect one word to the left | +       – |  |
| CTRL+SHFT+RIGHT ARROW | Select or unselect one word to the right | +       – |  |
| SHFT+HOME | Select from the insertion point to the beginning of the entry | +       – |  |
| SHFT+END | Select from the insertion point to the end of the entry | +       – |  |

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| Use the Open and Save As dialog boxes Microsoft Powerpoint 2003 | | |  |
| ALT+1 | Go to the previous folder | +       – |  |
| ALT+2 | Up One Level button: open the folder up one level above the open folder | +       – |  |
| ALT+3 | Search the Web button: close the dialog box and open your Web search page (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.) | +       – |  |
| ALT+4 | Delete button: delete the selected folder or file | +       – |  |
| ALT+5 | Create New Folder button: create a new folder | +       – |  |
| ALT+6 | Views button: switch among available folder views | +       – |  |
| ALT+7 or ALT+L | Tools button: show the Tools menu | +       – |  |
| SHFT+F10 | Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for a selected item such as a folder or file | +       – |  |
| TAB | Move between options or areas in the dialog box | +       – |  |
| F4 or ALT+I | Open the Look in list | +       – |  |
| F5 | Refresh the file list | +       – |  |

# Microsoft Word 2003 keyboard shortcuts

| **Shortcut** | **Command** | **How useful**[(?)](http://www.keyxl.com/" \o "What's this?) |
| --- | --- | --- |
| In the Help task pane Microsoft Word 2003 | | |
| F1 | Display the Help task pane. | +       – |
| F6 | Switch between the Help task pane and Word. | +       – |
| TAB | Select the next item in the Help task pane. | +       – |
| SHFT+TAB | Select the previous item in the Help task pane. | +       – |
| ENTER | Perform the action for the selected item. | +       – |
| DOWN ARROW and UP ARROW | In a table of contents, select the next and previous item, respectively. | +       – |
| RIGHT ARROW and LEFT ARROW | In a table of contents, expand and collapse the selected item, respectively. | +       – |
| ALT+LEFT ARROW | Move back to the previous task pane. | +       – |
| ALT+RIGHT ARROW | Move forward to the next task pane. | +       – |
| CTRL+SPACEBAR | Open the menu of task panes. | +       – |
| CTRL+F1 | Close and reopen the current task pane. | +       – |
| RIGHT ARROW | Expand a +/- list. | +       – |
| LEFT ARROW | Collapse a +/- list. | +       – |

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| In the Help window Microsoft Word 2003 | | |  |
| TAB | Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic. | +       – |  |
| SHFT+TAB | Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article. | +       – |  |
| ENTER | Perform the action for the selected Show All, Hide All, hidden text, or hyperlink. | +       – |  |
| ALT+LEFT ARROW | Move back to the previous Help topic. | +       – |  |
| ALT+RIGHT ARROW | Move forward to the next Help topic. | +       – |  |
| CTRL+P | Print the current Help topic. | +       – |  |
|  | | |  |
| UP ARROW AND DOWN ARROW | Scroll small amounts up and down, respectively, within the currently displayed Help topic. | +       – |  |
| PAGE UP AND PAGE DOWN | Scroll larger amounts up and down, respectively, within the currently displayed Help topic. | +       – |  |
| ALT+U | Change the Help window from being separate from (untiled) to connected to (tiled) Word. | +       – |  |
| SHFT+F10 | Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window). | +       – |  |

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| Access and use menus and toolbars Microsoft Word 2003 | | |  |
| F10 or ALT | Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time. | +       – |  |
| CTRL+TAB or CTRL+SHFT+TAB | Select a task pane or toolbar after pressing F10 or ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task pane. | +       – |  |
| TAB or SHFT+TAB | When a toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) or menu bar is selected, select the next or previous button or menu. | +       – |  |
| ENTER | Open the selected menu, or perform the action for the selected button or command. | +       – |  |
| SHFT+F10 | Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for the selected item. | +       – |  |
| ALT+SPACEBAR | Display the title bar shortcut menu. | +       – |  |
| DOWN ARROW or UP ARROW | When a menu or submenu (submenu: A menu that appears when a user points to a command on a higher-level menu.) is open, select the next or previous command. | +       – |  |
| LEFT ARROW or RIGHT ARROW | Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu. | +       – |  |
| HOME or END | Select the first or last command on the menu or submenu. | +       – |  |
| ESC | Close an open menu. When a submenu is open, close only the submenu. | +       – |  |
| SHFT+DOWN ARROW | Open the selected menu. | +       – |  |
| CTRL+DOWN ARROW | When a shortened menu is open, display the full set of commands. | +       – |  |
| ALT+CTRL+= (equal sign) | Add a toolbar button to a menu. When you type this shortcut key and then click a toolbar button, Microsoft Word adds the button to the appropriate menu. For example, click Bullets on the Formatting toolbar to add the Bullets command to the Format menu. | +       – |  |
| ALT+CTRL+- (dash key) | Remove a command from a menu. When you type this shortcut key and then select a menu command, the command is removed. You can add the menu command back to the menu if you change your mind. | +       – |  |
| ALT+CTRL++ (plus key on numeric keypad) | Customize the shortcut key for a menu command. When you type this shortcut key and then select a menu command, the Customize Keyboard dialog box opens so you can add, change, or remove the shortcut key. | +       – |  |

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| Access and use task panes Microsoft Word 2003 | | |  |
| CTRL+F1 | Open the task pane or hide the current task pane. | +       – |  |
| F6 | Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.)  Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane. In addition, if you open a dialog box from the Reveal Formatting task pane, the focus may be in your document after you close the dialog box, rather than in the task pane. You can use F6 or CTRL+TAB to return to the task pane. | +       – |  |
| CTRL+TAB | When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.) | +       – |  |
| CTRL+SPACEBAR | Open the menu of task panes. | +       – |  |
| ALT+HOME | Go to the Getting Started task pane. | +       – |  |
| ALT+LEFT ARROW | Reverse the sequence of task panes you opened. | +       – |  |
| ALT+RIGHT ARROW | Repeat the sequence of task panes you opened. | +       – |  |
| ESC | Close a menu if one is currently open, or go back to the document. | +       – |  |
| TAB or SHFT+TAB | When a task pane is active, select the next or previous option in the task pane. | +       – |  |
| DOWN ARROW or UP ARROW | Move among choices in a selected submenu; move among certain options in a group of options. | +       – |  |
| SPACEBAR or ENTER | Open the selected menu, or perform the action assigned to the selected button. | +       – |  |
| SHFT+F10 | Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) in a document; open a drop-down menu for the selected gallery item. | +       – |  |
| HOME or END | When a menu or submenu is visible, select the first or last command on the menu or submenu. | +       – |  |
| PAGE UP or PAGE DOWN | Scroll up or down in the selected gallery list. | +       – |  |
| CTRL+RIGHT ARROW or CTRL+LEFT ARROW | Expand or collapse a collapsible item in the gallery list. | +       – |  |
| CTRL+HOME or CTRL+END | Move to the top or bottom of the selected gallery list. | +       – |  |

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| Use dialog boxes Microsoft Word 2003 | | |  |
| ALT+F6 | Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior. | +       – |  |
| TAB | Move to the next option or option group. | +       – |  |
| SHFT+TAB | Move to the previous option or option group. | +       – |  |
| CTRL+TAB | Switch to the next tab in a dialog box. | +       – |  |
| CTRL+SHFT+TAB | Switch to the previous tab in a dialog box. | +       – |  |
| Arrow keys | Move between options in an open drop-down list, or between options in a group of options. | +       – |  |
| SPACEBAR | Perform the action assigned to the selected button; check or clear the selected check box. | +       – |  |
| First letter of an optn in a drop-down list | Open the list if it is closed and move to that option in the list. | +       – |  |
| ALT+ the letter underlined in an optn | Select an option; select or clear a check box. | +       – |  |
| ALT+DOWN ARROW | Open a selected drop-down list. | +       – |  |
| ESC | Close a selected drop-down list; cancel a command and close a dialog box. | +       – |  |
| ENTER | Run the selected command. | +       – |  |

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| Use edit boxes within dialog boxes Microsoft Word 2003 | | |  |
| HOME | Move to the beginning of the entry. | +       – |  |
| END | Move to the end of the entry. | +       – |  |
| LEFT ARROW or RIGHT ARROW | Move one character to the left or right. | +       – |  |
| CTRL+LEFT ARROW | Move one word to the left. | +       – |  |
| CTRL+RIGHT ARROW | Move one word to the right. | +       – |  |
| SHFT+LEFT ARROW | Select or unselect one character to the left. | +       – |  |
| SHFT+RIGHT ARROW | Select or unselect one character to the right. | +       – |  |
| CTRL+SHFT+LEFT ARROW | Select or unselect one word to the left. | +       – |  |
| CTRL+SHFT+RIGHT ARROW | Select or unselect one word to the right. | +       – |  |
| SHFT+HOME | Select from the insertion point to the beginning of the entry. | +       – |  |
| SHFT+END | Select from the insertion point to the end of the entry. | +       – |  |

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| Use the Open, Save As, and Insert Picture dialog boxes Microsoft Word 2003 | | |  |
| CTRL+F12 | Display the Open dialog box. | +       – |  |
| F12 | Display the Save As dialog box. | +       – |  |
| ALT+1 | Go to the previous folder (). | +       – |  |
| ALT+2 | Open the folder up one level from the open folder (Up One Level button ). | +       – |  |
| ALT+3 | Close the dialog box and open your World Wide Web (World Wide Web (WWW): The multimedia branch of the Internet that presents not only text, but also graphics, sound, and video. On the Web, users can easily jump from item to item, page to page, or site to site by using hyperlinks.) search page (Search the Web button ). | +       – |  |
| ALT+4 | Delete the selected folder or file (Delete button ). | +       – |  |
| ALT+5 | Create a new subfolder in the open folder (Create New Folder button ). | +       – |  |
| ALT+6 | Switch between List, Details, Properties, Preview Thumbnails, Tiles, and Icons views (click the arrow next to Views ). | +       – |  |
| ALT+7 or ALT+L | Show the Tools menu (Tools button). | +       – |  |
| SHFT+F10 | Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for a selected item such as a folder or file. | +       – |  |
| TAB | Move between options or areas in the dialog box. | +       – |  |
| F4 or ALT+I | Open the Look in or Save in list. | +       – |  |
| F5 | Update the files visible in the Open or Save As dialog box (File menu). | +       – |  |

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| Common tasks done in a Microsoft Word document Microsoft Word 2003 | | |  |
| CTRL+SHFT+SPACEBAR | Create a nonbreaking space. | +       – |  |
| CTRL+HYPHEN | Create a nonbreaking hyphen. | +       – |  |
| CTRL+B | Make letters bold. | +       – |  |
| CTRL+I | Make letters italic. | +       – |  |
| CTRL+U | Make letters underline. | +       – |  |
| CTRL+SHFT+< | Decrease font size. | +       – |  |
| CTRL+SHFT+> | Increase font size. | +       – |  |
| CTRL+SPACEBAR | Remove paragraph or character formatting. | +       – |  |
| CTRL+C | Copy the selected text or object. | +       – |  |
| CTRL+X | Cut the selected text or object. | +       – |  |
| CTRL+V | Paste text or an object. | +       – |  |
| CTRL+Z | Undo the last action. | +       – |  |
| CTRL+Y | Redo the last action. | +       – |  |

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| Speech and handwriting recognition Microsoft Word 2003 | | |  |
| Left ALT+SHFT | Switch between languages or keyboard layouts. | +       – |  |
| +V | Switch microphone on or off. | +       – |  |
| +T | Switch between Voice Command mode and Dictation mode. | +       – |  |
| +C | Display a list of correction alternatives. | +       – |  |
| +H | Turn handwriting on or off. | +       – |  |
| ALT+~ | Turn Japanese Input Method Editor (IME) (IME: A program that enters East Asian text (Traditional Chinese, Simplified Chinese, Japanese, or Korean) into programs by converting keystrokes into complex East Asian characters. The IME is treated as an alternate type of keyboard layout.) on 101 keyboard on or off. | +       – |  |
| Right ALT | Turn Korean IME on 101 keyboard on or off. | +       – |  |
| CTRL+SPACEBAR | Turn Chinese IME on 101 keyboard on or off. | +       – |  |

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| Sending e-mail messages Microsoft Word 2003 | | |  |
| ALT+S | Send the active document (active document: The document in which you're working. Text you type or graphics you insert in Microsoft Word appear in the active document. The title bar of the active document is highlighted.) or message. | +       – |  |
| CTRL+SHFT+B | Open the Address Book. | +       – |  |
| ALT+K, CTRL+K | When the insertion point is in the message header, check the names on the To, Cc, and Bcc lines against the Address Book. | +       – |  |
| ALT+. (period) | Open the Address Book in the To field. | +       – |  |
| ALT+C | When the insertion point is in the message header, open the Address Book in the Cc field. | +       – |  |
| ALT+B | If the Bcc field is visible, open the Address Book in the Bcc field. To display the Bcc field, open the Address Book for any field, and insert or type a name in the Bcc box. | +       – |  |
| ALT+J | Go to the Subject field. | +       – |  |
| ALT+P | Open the Microsoft Outlook Message Options dialog box. | +       – |  |
| CTRL+SHFT+G | Create a message flag. | +       – |  |
| TAB | When the insertion point is in the message header, move to the next box in the e-mail header. When the last box in the e-mail header is active, TAB moves the insertion point to the body of the document or message. | +       – |  |
| SHFT+TAB | Select the previous field or button in the e-mail header. | +       – |  |
| CTRL+TAB | When the insertion point is in the message header, select the Send button. You can then use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press ENTER. | +       – |  |

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| Create, view, and save documents Microsoft Word 2003 | | |  |
| CTRL+N | Create a new document of the same type as the current or most recent document. | +       – |  |
| CTRL+O | Open a document. | +       – |  |
| CTRL+W | Close a document. | +       – |  |
| ALT+CTRL+S | Split the document window. | +       – |  |
| ALT+SHFT+C | Remove the document window split. | +       – |  |
| CTRL+S | Save a document. | +       – |  |

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| Find, replace, and browse through text Microsoft Word 2003 | | |  |
| CTRL+F | Find text, formatting, and special items. | +       – |  |
| ALT+CTRL+Y | Repeat find (after closing Find and Replace window). | +       – |  |
| CTRL+H | Replace text, specific formatting, and special items. | +       – |  |
| CTRL+G | Go to a page, bookmark, footnote, table, comment, graphic, or other location. | +       – |  |
| ALT+CTRL+Z | Switch between documents or sections of a document, and between a document and an open e-mail message if you use Word as your e-mail editor. | +       – |  |
| ALT+CTRL+HOME | Open a list of browse options; use the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option. | +       – |  |

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| Undo and redo actions Microsoft Word 2003 | | |  |
| ESC | Cancel an action. | +       – |  |
| CTRL+Z | Undo an action. | +       – |  |
| CTRL+Y | Redo or repeat an action. | +       – |  |

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| Switch to another view Microsoft Word 2003 | | |  |
| ALT+CTRL+P | Switch to print layout view (Print Layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.). | +       – |  |
| ALT+CTRL+O | Switch to outline view (outline view: A view that shows the headings of a document indented to represent their level in the document's structure. You can also use outline view to work with master documents.). | +       – |  |
| ALT+CTRL+N | Switch to normal view (normal view: A view that shows text formatting and a simplified page layout. Normal view is convenient for most editing and formatting tasks.). | +       – |  |
| ALT+R | Switch to Reading View. | +       – |  |
| CTRL+\ | Expand or collapse subdocuments in a master document. | +       – |  |

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| Outline view Microsoft Word 2003 | | |  |
| ALT+SHFT+LEFT ARROW | Promote a paragraph. | +       – |  |
| ALT+SHFT+RIGHT ARROW | Demote a paragraph. | +       – |  |
| CTRL+SHFT+N | Demote to body text. | +       – |  |
| ALT+SHFT+UP ARROW | Move selected paragraphs up. | +       – |  |
| ALT+SHFT+DOWN ARROW | Move selected paragraphs down. | +       – |  |
| ALT+SHFT+PLUS SIGN | Expand text under a heading. | +       – |  |
| ALT+SHFT+MINUS SIGN | Collapse text under a heading. | +       – |  |
| ALT+SHFT+A | Expand or collapse all text or headings. | +       – |  |
| The slash (/) key on the numeric keypad | Hide or display character formatting. | +       – |  |
| ALT+SHFT+L | Show the first line of body text or all body text. | +       – |  |
| ALT+SHFT+1 | Show all headings with the Heading 1 style. | +       – |  |
| ALT+SHFT+n | Show all headings up to Heading n. | +       – |  |
| CTRL+TAB | Insert a tab character. | +       – |  |

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| Printing and previewing documents Microsoft Word 2003 | | |  |
| CTRL+P | Print a document. | +       – |  |
| ALT+CTRL+I | Switch in or out of print preview (print preview: A view of a document as it will appear when you print it.). | +       – |  |
| Arrow keys | Move around the preview page when zoomed in. | +       – |  |
| PAGE UP or PAGE DOWN | Move by one preview page when zoomed out. | +       – |  |
| CTRL+HOME | Move to the first preview page when zoomed out. | +       – |  |
| CTRL+END | Move to the last preview page when zoomed out. | +       – |  |

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| Reviewing documents Microsoft Word 2003 | | |  |
| ALT+CTRL+M | Insert a comment (comment: A note or annotation that an author or reviewer adds to a document. Microsoft Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.). | +       – |  |
| CTRL+SHFT+E | Turn track changes (tracked change: A mark that shows where a deletion, insertion, or other editing change has been made in a document.) on or off. | +       – |  |
| ALT+SHFT+C | Close the Reviewing Pane if it is open. | +       – |  |

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| Reading layout view Microsoft Word 2003 | | |  |
| HOME | Go to beginning of document. | +       – |  |
| END | Go to end of document. | +       – |  |
| Number, then ENTER | Go to page number. | +       – |  |
| CTRL+] | Increase the size of selected text by one point. | +       – |  |
| CTRL+[ | Decrease the size of selected text by one point. | +       – |  |
| ESC | Exit reading layout view. | +       – |  |

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| References, footnotes, and endnotes Microsoft Word 2003 | | |  |
| ALT+SHFT+O | Mark a table of contents entry. | +       – |  |
| ALT+SHFT+I | Mark a table of authorities entry (citation). | +       – |  |
| ALT+SHFT+X | Mark an index entry. | +       – |  |
| ALT+CTRL+F | Insert a footnote. | +       – |  |
| ALT+CTRL+D | Insert an endnote. | +       – |  |

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| Working with Web pages Microsoft Word 2003 | | |  |
| CTRL+K | Insert a hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.). | +       – |  |
| ALT+LEFT ARROW | Go back one page. | +       – |  |
| ALT+RIGHT ARROW | Go forward one page. | +       – |  |
| F9 | Refresh. | +       – |  |

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| Delete text and graphics Microsoft Word 2003 | | |  |
| BACKSPACE | Delete one character to the left. | +       – |  |
| CTRL+BACKSPACE | Delete one word to the left. | +       – |  |
| DELETE | Delete one character to the right. | +       – |  |
| CTRL+DELETE | Delete one word to the right. | +       – |  |
| CTRL+X | Cut selected text to the Office Clipboard. | +       – |  |
| CTRL+Z | Undo the last action. | +       – |  |
| CTRL+F3 | Cut to the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.). | +       – |  |

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| Copy and move text and graphics Microsoft Word 2003 | | |  |
| CTRL+C | Copy text or graphics. | +       – |  |
| CTRL+C, CTRL+C | Display the Office Clipboard. | +       – |  |
| F2 (then move the insertion point and press ENTER) | Move text or graphics. | +       – |  |
| ALT+F3 | Create AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.). | +       – |  |
| CTRL+V | Paste the Office Clipboard contents. | +       – |  |
| CTRL+SHFT+F3 | Paste the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.) contents. | +       – |  |
| ALT+SHFT+R | Copy the header or footer used in the previous section of the document. | +       – |  |

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| Insert special characters Microsoft Word 2003 | | |  |
| CTRL+F9 | A field | +       – |  |
| ENTER (after typing the first few characters of the AutoText entry name and when the ScreenTip appears) | An AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry | +       – |  |
| SHFT+ENTER | A line break | +       – |  |
| CTRL+ENTER | A page break | +       – |  |
| CTRL+SHFT+ENTER | A section break | +       – |  |
| ALT+CTRL+MINUS SIGN | An em dash | +       – |  |
| CTRL+MINUS SIGN | An en dash | +       – |  |
| CTRL+HYPHEN | An optional hyphen | +       – |  |
| CTRL+SHFT+HYPHEN | A nonbreaking hyphen | +       – |  |
| CTRL+SHFT+SPACEBAR | A nonbreaking space | +       – |  |
| ALT+CTRL+C | The copyright symbol | +       – |  |
| ALT+CTRL+R | The registered trademark symbol | +       – |  |
| ALT+CTRL+T | The trademark symbol | +       – |  |
| ALT+CTRL+PERIOD | An ellipsis | +       – |  |
| CTRL+`, ` | A single opening quotation mark | +       – |  |
| CTRL+', ' | A single closing quotation mark | +       – |  |
| CTRL+`, SHFT+' | Double opening quotation marks | +       – |  |
| CTRL+', SHFT+' | Double closing quotation marks | +       – |  |

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| Insert characters by using character codes Microsoft Word 2003 | | |  |
| The character code, ALT+X | The Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (), type 20AC, and then hold down the ALT key and press X. | +       – |  |
| ALT+the character code (on the numeric keypad) | The ANSI (ANSI character set: An 8-bit character set used by Microsoft Windows that allows you to represent up to 256 characters (0 through 255) by using your keyboard. The ASCII character set is a subset of the ANSI set.) character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down the ALT key and press 0128 on the numeric keypad. | +       – |  |

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| Extend a selection Microsoft Word 2003 | | |  |
| F8 | Turn extend mode on. | +       – |  |
| F8, and then press LEFT ARROW or RIGHT ARROW | Select the nearest character. | +       – |  |
| F8 (press once to select a word, twice to select a sentence, and so on) | Increase the size of a selection. | +       – |  |
| SHFT+F8 | Reduce the size of a selection. | +       – |  |
| ESC | Turn extend mode off. | +       – |  |
| SHFT+RIGHT ARROW | One character to the right | +       – |  |
| SHFT+LEFT ARROW | One character to the left | +       – |  |
| CTRL+SHFT+RIGHT ARROW | To the end of a word | +       – |  |
| CTRL+SHFT+LEFT ARROW | To the beginning of a word | +       – |  |
| SHFT+END | To the end of a line | +       – |  |
| SHFT+HOME | To the beginning of a line | +       – |  |
| SHFT+DOWN ARROW | One line down | +       – |  |
| SHFT+UP ARROW | One line up | +       – |  |
| CTRL+SHFT+DOWN ARROW | To the end of a paragraph | +       – |  |
| CTRL+SHFT+UP ARROW | To the beginning of a paragraph | +       – |  |
| SHFT+PAGE DOWN | One screen down | +       – |  |
| SHFT+PAGE UP | One screen up | +       – |  |
| CTRL+SHFT+HOME | To the beginning of a document | +       – |  |
| CTRL+SHFT+END | To the end of a document | +       – |  |
| ALT+CTRL+SHFT+PAGE DOWN | To the end of a window | +       – |  |
| CTRL+A | To include the entire document | +       – |  |
| CTRL+SHFT+F8, and then use the arrow keys; press ESC to cancel selection mode | A vertical block of text | +       – |  |
| F8+arrow keys; press ESC to cancel selection mode | To a specific location in a document | +       – |  |

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| Select text and graphics in a table Microsoft Word 2003 | | |  |
| TAB | Select the next cell's contents. | +       – |  |
| SHFT+TAB | Select the preceding cell's contents. | +       – |  |
| Hold down SHFT and press an arrow key repeatedly | Extend a selection to adjacent cells. | +       – |  |
| Click in the column's top or bottom cell. Hold down SHFT and press the UP ARROW or DOWN ARROW key repeatedly | Select a column. | +       – |  |
| CTRL+SHFT+F8, and then use the arrow keys; press ESC to cancel selection mode | Extend a selection (or block). | +       – |  |
| SHFT+F8 | Remove the selection. | +       – |  |
| ALT+5 on the numeric keypad (with NUM LOCK off) | Select an entire table. | +       – |  |

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| Move the insertion point Microsoft Word 2003 | | |  |
| LEFT ARROW | One character to the left | +       – |  |
| RIGHT ARROW | One character to the right | +       – |  |
| CTRL+LEFT ARROW | One word to the left | +       – |  |
| CTRL+RIGHT ARROW | One word to the right | +       – |  |
| CTRL+UP ARROW | One paragraph up | +       – |  |
| CTRL+DOWN ARROW | One paragraph down | +       – |  |
| SHFT+TAB | One cell to the left (in a table) | +       – |  |
| TAB | One cell to the right (in a table) | +       – |  |
| UP ARROW | Up one line | +       – |  |
| DOWN ARROW | Down one line | +       – |  |
| END | To the end of a line | +       – |  |
| HOME | To the beginning of a line | +       – |  |
| ALT+CTRL+PAGE UP | To the top of the window | +       – |  |
| ALT+CTRL+PAGE DOWN | To the end of the window | +       – |  |
| PAGE UP | Up one screen (scrolling) | +       – |  |
| PAGE DOWN | Down one screen (scrolling) | +       – |  |
| CTRL+PAGE DOWN | To the top of the next page | +       – |  |
| CTRL+PAGE UP | To the top of the previous page | +       – |  |
| CTRL+END | To the end of a document | +       – |  |
| CTRL+HOME | To the beginning of a document | +       – |  |
| SHFT+F5 | To a previous revision | +       – |  |
| SHFT+F5 | After opening a document, to the location it was in when the document was last closed | +       – |  |

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| Move around in a table Microsoft Word 2003 | | |  |
| TAB | Next cell in a row | +       – |  |
| SHFT+TAB | Previous cell in a row | +       – |  |
| ALT+HOME | First cell in a row | +       – |  |
| ALT+END | Last cell in a row | +       – |  |
| ALT+PAGE UP | First cell in a column | +       – |  |
| ALT+PAGE DOWN | Last cell in a column | +       – |  |
| UP ARROW | Previous row | +       – |  |
| DOWN ARROW | Next row | +       – |  |

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| Insert paragraphs and tab characters in a table Microsoft Word 2003 | | |  |
| ENTER | New paragraphs in a cell | +       – |  |
| CTRL+TAB | Tab characters in a cell | +       – |  |

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| Copy formatting Microsoft Word 2003 | | |  |
| CTRL+SHFT+C | Copy formatting from text. | +       – |  |
| CTRL+SHFT+V | Apply copied formatting to text. | +       – |  |

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| Change or resize the font Microsoft Word 2003 | | |  |
| CTRL+SHFT+F | Change the font. | +       – |  |
| CTRL+SHFT+P | Change the font size. | +       – |  |
| CTRL+SHFT+> | Increase the font size. | +       – |  |
| CTRL+SHFT+< | Decrease the font size. | +       – |  |
| CTRL+] | Increase the font size by 1 point. | +       – |  |
| CTRL+[ | Decrease the font size by 1 point. | +       – |  |

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| Apply character formats Microsoft Word 2003 | | |  |
| CTRL+D | Change the formatting of characters (Font command, Format menu). | +       – |  |
| SHFT+F3 | Change the case of letters. | +       – |  |
| CTRL+SHFT+A | Format letters as all capitals. | +       – |  |
| CTRL+B | Apply bold formatting. | +       – |  |
| CTRL+U | Apply an underline. | +       – |  |
| CTRL+SHFT+W | Underline words but not spaces. | +       – |  |
| CTRL+SHFT+D | Double-underline text. | +       – |  |
| CTRL+SHFT+H | Apply hidden text formatting. | +       – |  |
| CTRL+I | Apply italic formatting. | +       – |  |
| CTRL+SHFT+K | Format letters as small capitals. | +       – |  |
| CTRL+EQUAL SIGN | Apply subscript formatting (automatic spacing). | +       – |  |
| CTRL+SHFT+PLUS SIGN | Apply superscript formatting (automatic spacing). | +       – |  |
| CTRL+SPACEBAR | Remove manual character formatting. | +       – |  |
| CTRL+SHFT+Q | Change the selection to the Symbol font. | +       – |  |

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| View and copy text formats Microsoft Word 2003 | | |  |
| CTRL+SHFT+\* (asterisk) | Display nonprinting characters. | +       – |  |
| SHFT+F1 (then click the text whose formatting you want to review) | Review text formatting. | +       – |  |
| CTRL+SHFT+C | Copy formats. | +       – |  |
| CTRL+SHFT+V | Paste formats. | +       – |  |

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| Set line spacing Microsoft Word 2003 | | |  |
| CTRL+1 | Single-space lines | +       – |  |
| CTRL+2 | Double-space lines | +       – |  |
| CTRL+5 | Set 1.5-line spacing | +       – |  |
| CTRL+0 (zero) | Add or remove one line space preceding a paragraph | +       – |  |

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| Align paragraphs Microsoft Word 2003 | | |  |
| CTRL+E | Center a paragraph. | +       – |  |
| CTRL+J | Justify a paragraph. | +       – |  |
| CTRL+L | Left align a paragraph. | +       – |  |
| CTRL+R | Right align a paragraph. | +       – |  |
| CTRL+M | Indent a paragraph from the left. | +       – |  |
| CTRL+SHFT+M | Remove a paragraph indent from the left. | +       – |  |
| CTRL+T | Create a hanging indent. | +       – |  |
| CTRL+SHFT+T | Reduce a hanging indent. | +       – |  |
| CTRL+Q | Remove paragraph formatting. | +       – |  |

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| Apply paragraph styles Microsoft Word 2003 | | |  |
| CTRL+SHFT+S | Apply a style. | +       – |  |
| ALT+CTRL+K | Start AutoFormat. | +       – |  |
| CTRL+SHFT+N | Apply the Normal style. | +       – |  |
| ALT+CTRL+1 | Apply the Heading 1 style. | +       – |  |
| ALT+CTRL+2 | Apply the Heading 2 style. | +       – |  |
| ALT+CTRL+3 | Apply the Heading 3 style. | +       – |  |
| CTRL+SHFT+L | Apply the List style. | +       – |  |

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| Performing a mail merge Microsoft Word 2003 | | |  |
| ALT+SHFT+K | Preview a mail merge. | +       – |  |
| ALT+SHFT+N | Merge a document. | +       – |  |
| ALT+SHFT+M | Print the merged document. | +       – |  |
| ALT+SHFT+E | Edit a mail-merge data document. | +       – |  |
| ALT+SHFT+F | Insert a merge field. | +       – |  |

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| Working with fields Microsoft Word 2003 | | |  |
| ALT+SHFT+D | Insert a DATE field (field: A set of codes that instructs Microsoft Word to insert text, graphics, page numbers, and other material into a document automatically. For example, the DATE field inserts the current date.). | +       – |  |
| ALT+CTRL+L | Insert a LISTNUM field. | +       – |  |
| ALT+SHFT+P | Insert a PAGE field. | +       – |  |
| ALT+SHFT+T | Insert a TIME field. | +       – |  |
| CTRL+F9 | Insert an empty field. | +       – |  |
| CTRL+SHFT+F7 | Update linked information in a Microsoft Word source document. | +       – |  |
| F9 | Update selected fields. | +       – |  |
| CTRL+SHFT+F9 | Unlink a field. | +       – |  |
| SHFT+F9 | Switch between a selected field code (field code: Placeholder text that shows where specified information from your data source will appear; the elements in a field that generate a field's result. The field code includes the field characters, field type, and instructions.) and its result (field results: Text or graphics inserted in a document when Microsoft Word carries out a field's instructions. When you print the document or hide field codes, the field results replace the field codes.). | +       – |  |
| ALT+F9 | Switch between all field codes and their results. | +       – |  |
| ALT+SHFT+F9 | Run GOTOBUTTON or MACROBUTTON from the field that displays the field results. | +       – |  |
| F11 | Go to the next field. | +       – |  |
| SHFT+F11 | Go to the previous field. | +       – |  |
| CTRL+F11 | Lock a field. | +       – |  |
| CTRL+SHFT+F11 | Unlock a field. | +       – |  |

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| Function keys Microsoft Word 2003 | | |  |
| F1 | Get Help or visit Microsoft Office Online. | +       – |  |
| F2 | Move text or graphics. | +       – |  |
| F3 | Insert an AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry (after Microsoft Word displays the entry). | +       – |  |
| F4 | Repeat the last action. | +       – |  |
| F5 | Choose the Go To command (Edit menu). | +       – |  |
| F6 | Go to the next pane or frame. | +       – |  |
| F7 | Choose the Spelling command (Tools menu). | +       – |  |
| F8 | Extend a selection. | +       – |  |
| F9 | Update selected fields. | +       – |  |
| F10 | Activate the menu bar. | +       – |  |
| F11 | Go to the next field. | +       – |  |
| F12 | Choose the Save As command (File menu). | +       – |  |

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| SHIFT+Function key Microsoft Word 2003 | | |  |
| SHFT+F1 | Start context-sensitive Help or reveal formatting. | +       – |  |
| SHFT+F2 | Copy text. | +       – |  |
| SHFT+F3 | Change the case of letters. | +       – |  |
| SHFT+F4 | Repeat a Find or Go To action. | +       – |  |
| SHFT+F5 | Move to the last change. | +       – |  |
| SHFT+F6 | Go to the previous pane or frame. | +       – |  |
| SHFT+F7 | Choose the Thesaurus command (Tools menu, Language submenu). | +       – |  |
| SHFT+F8 | Shrink a selection. | +       – |  |
| SHFT+F9 | Switch between a field code and its result. | +       – |  |
| SHFT+F10 | Display a shortcut menu. | +       – |  |
| SHFT+F11 | Go to the previous field. | +       – |  |
| SHFT+F12 | Choose the Save command (File menu). | +       – |  |

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| CTRL Function key Microsoft Word 2003 | | |  |
| CTRL+F2 | Choose the Print Preview command (File menu). | +       – |  |
| CTRL+F3 | Cut to the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.). | +       – |  |
| CTRL+F4 | Close the window. | +       – |  |
| CTRL+F5 | Restore the document window size (for example, after maximizing it). | +       – |  |
| CTRL+F6 | Go to the next window. | +       – |  |
| CTRL+F7 | Choose the Move command (title bar shortcut menu). | +       – |  |
| CTRL+F8 | Choose the Size command (title bar shortcut menu). | +       – |  |
| CTRL+F9 | Insert an empty field. | +       – |  |
| CTRL+F10 | Maximize the document window. | +       – |  |
| CTRL+F11 | Lock a field. | +       – |  |
| CTRL+F12 | Choose the Open command (File menu). | +       – |  |

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| CTRL+SHIFT+Function key Microsoft Word 2003 | | |  |
| CTRL+SHFT+F3 | Insert the contents of the Spike (Spike: A special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Microsoft Office Clipboard to get the same result.). | +       – |  |
| CTRL+SHFT+F5 | Edit a bookmark. | +       – |  |
| CTRL+SHFT+F6 | Go to the previous window. | +       – |  |
| CTRL+SHFT+F7 | Update linked information in a Microsoft Word source document. | +       – |  |
| CTRL+SHFT+F8 | Extend a selection or block (then press an arrow key). | +       – |  |
| CTRL+SHFT+F9 | Unlink a field. | +       – |  |
| CTRL+SHFT+F11 | Unlock a field. | +       – |  |
| CTRL+SHFT+F12 | Choose the Print command (File menu). | +       – |  |

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| ALT Function key Microsoft Word 2003 | | |  |
| ALT+F1 | Go to the next field. | +       – |  |
| ALT+F3 | Create an AutoText (AutoText: A storage location for text or graphics you want to use again, such as a standard contract clause or a long distribution list. Each selection of text or graphics is recorded as an AutoText entry and is assigned a unique name.) entry. | +       – |  |
| ALT+F4 | Quit Microsoft Word. | +       – |  |
| ALT+F5 | Restore the program window size. | +       – |  |
| ALT+F6 | Move from an open dialog box back to the document for dialog boxes such as Find and Replace that support this behavior. | +       – |  |
| ALT+F7 | Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling & Grammar tab). | +       – |  |
| ALT+F8 | Run a macro. | +       – |  |
| ALT+F9 | Switch between all field codes and their results. | +       – |  |
| ALT+F10 | Maximize the program window. | +       – |  |
| ALT+F11 | Display Microsoft Visual Basic code. | +       – |  |

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| ALT+SHIFT+Function key Microsoft Word 2003 | | |  |
| ALT+SHFT+F1 | Go to the previous field. | +       – |  |
| ALT+SHFT+F2 | Choose the Save command (File menu). | +       – |  |
| ALT+SHFT+F9 | Run GOTOBUTTON or MACROBUTTON from the field that displays the field results. | +       – |  |
| ALT+SHFT+F10 | Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message. | +       – |  |
| ALT+SHFT+F11 | Start the Microsoft Script Editor. | +       – |  |

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| CTRL+ALT+Function key Microsoft Word 2003 | | |  |
| CTRL+ALT+F1 | Display Microsoft System Information. | +       – |  |
| CTRL+ALT+F2 | Open command (File menu). | +       – |  |